

Guide to Completing Iowa Child Labor Application/Work Permit

1. Youth is offered a job.
2. Print the Iowa Child Labor [Application/Work Permit](#) from the Division of Labor website.
3. Youth and parent complete applicable sections of the work permit.
4. Take work permit to the employer along with one of the following proofs of age:
 - Certified birth certificate issued by a government agency
 - Current passport
 - Certified baptismal record showing date and place of birth and place of minor's baptism
 - [Physician's certification](#) of minor's age available on the Division of Labor website.
 - If the above are not available, provide federal identification such as visa or resident alien/green card

Do not use driver's license/permit, social security card, parent statement, I-9 form, etc. as proof of age.

5. The employer is responsible for completing the Business/Employer's Information section of the work permit. The employer shall examine the proof of age and retain a copy on file with the work permit. Indicate on the form which proof of age was examined.
6. The employer shall review the Iowa Child Labor Law sheet and determine that all the duties and hours are allowed.
7. The employer shall print their name and title and sign the work permit. Include the date the work permit was completed. This should be done before the youth starts work.
8. The employer shall copy the work permit. Within 3 days of youth starting work, submit a copy to Iowa Division of Labor – Child Labor by one of the following methods:
 - [Email](#) - An autoreply will be sent as acknowledgment.
 - Fax to 515-281-7995. Retain transmittal as proof of submission.
 - Mail to Iowa Division of Labor-Child Labor, 1000 East Grand Avenue, Des Moines, IA 50319-0209. An email will be sent confirming receipt.

If you have any questions, please contact the Iowa Division of Labor at:

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